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Approved For Release 2001/04/02 : CIA-RDP78-04007A000600090005-2

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or recommending disapprovals; supervising recruitment and selection; and supervising availability and utilization of contract personnel, such as Clerical Employees, Notaries Public, Medical Contacts, State Police Organizations, and Commercial Investigative Organizations by the Security Support Division. //

4. Activities include the preparation, compilation, publication, supervision, issuance, and implementation of SAC Letters, SSD Memoranda, SSD Headquarters Memoranda; SSD Notices, Agents Manual, SSD Headquarters Manual, and Off-Hours Instructions. Moreover, insures compliance with and accountability for such regulatory issuances.
5. Activities include preparation of regulatory issuances and directives concerning the establishment, utilization, maintenance and selection of contents of Standard Libraries, and Reference Material for Security Support Division components at Headquarters and in the Field.
6. Activities include preparation of regulatory issuances and directives concerning the Security Support Division physical security program including the procurement of Field Office sites, the supervision of safe combinations, the supervision of license numbers of Government Owned Vehicles, the implementation of cover requirements, the provision of ADT - Electric Protection Service, the construction of vault areas, the procurement of telephone answering service, and the procurement of cover stationery.
7. Activities include the preparation of regulatory issuances and directives concerning the preparation and submission of Daily Reports by SSD Agents in the Field, and maintaining a continuing review and analysis

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8. Activities include the conduct of research studies and surveys to
determine work loads; [REDACTED]

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Offices; [REDACTED] the assignment, transfer, and
utilization of Agent personnel; and the efficient and economical com-
pletion of road trips.

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SUPERVISORY

1. Activities include the collection, development, evaluation, collation, and supervision of the annual plans and objectives of the Security Support Division, as well as the implementation of such plans and objectives.
2. Activities include the sensing of potential requirements, the development, recommendation, and coordination of emergency and selected "Hot" and "Cold" War Planning for the Security Support Division, as well as rendering assistance to the SSD Senior War Planner.
3. Activities include the development and preparation of agenda for the Advisory Committee to the Deputy Director of Security (Investigations and Support) and performing secretariat services.
4. Activities include the preparation of regulatory issuances and directives concerned with Security Support Division compliance with Confidential Funds, regulations and procedures, and audits of Field Office revolving funds, stamp funds, and property accounts, as well as audits of the Headquarters Imprest Stamp Fund.
5. Activities include compilation, evaluation, and preparation of annual budget estimates for the Office of the Deputy Director of Security (Investigations and Support) and the Security Support Division.
6. Activities include physical inventory verification and inspection of property issued to Security Support Division Field Offices at the time of official visits, the determination that semi-annual inventories are submitted by SSD as required, and the review of monthly inspection reports of Technical equipment.

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7. Activities include the preparation of regulatory issuances and directives concerning training and conference programs for Security Support Division personnel, review and approval of proposed conference agenda, assistance in strengthening conference agenda, briefing Headquarters representatives to Field conferences, establishment of compulsory subjects, review of conference minutes, and selection of Headquarters candidates to attend Agency training courses.
8. Activities include the preparation of regulatory issuances and directives concerning the submittal, preparation, and contents of Security Support Division Performance Reports; the controlling and supervision of the receipt and processing of such reports; and assist the Deputy Director of Security (Investigations and Support) in evaluating the relative worth of SSD personnel.
9. Activities include the preparation of regulatory issuances and directives concerning Saturday Duty Coverage at Headquarters and Field installations of the Security Support Division, and prepare and supervise the Headquarters Saturday Duty roster for both professional and clerical personnel.
10. Activities include the procurement, control, review, and the dissemination of information in covert security records to meet the needs of other components of the Office of Security.

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12. Activities include the establishment of priorities for the duplication of documents by other components of the Office of Security by Security Support Division facilities after such duplication has been approved by the Administration and Training Staff.
13. Activities include the receipt, study, review, and preparation of Security Support Division recommendations and official position to proposed Agency Regulations and Notices.
14. Activities include the preparation of regulatory issuances and directives, as well as the formulation, implementation, and supervision of policies for the Deputy Director of Security (Investigations and Support) concerning administrative matters both in Headquarters and in the Field, such as time and attendance, vacation schedules, personnel and personal information, security, mail, telephone limitations on inquiries directed to personnel, and court or board appearances.

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- g. Develops, administers and controls, in coordination with Physical Security Division, the physical security program in field offices including the maintenance of special indices, the conduct of surveys for the procurement and installation of protective devices and the implementation of cover requirements.
- h. Plans, develops and implements, in collaboration with the A&T Staff, the staging of intra-divisional training programs both at Headquarters and in the field.
- i. Conducts research and selects reference material for standard libraries maintained in headquarters and field offices.
- j. Exercises administrative jurisdiction over and controls the distribution of all covert security records, including extracts therefrom, to meet informational needs of other components of the Office of Security.
- k. Administers the SSD vital-materials program.
- l. Plans, develops and establishes standards for application of SSD requirements to Confidential Funds regulations and procedures; audits financial and property accounts to determine compliance therewith.
- m. Surveys potential requirements, coordinates and recommends adoption of emergency and selected war planning techniques, both actual and psychological, and renders assistance to the SSD senior war planner as necessary.
- n. Develops and prepares agenda for meetings of the Advisory Committee to the Deputy Director of Security (Investigations and Support) and renders secretariat services thereto; collects and evaluates material and prepares annual statements of accomplishments, plans and objectives of SSD, discharging implementing responsibilities thereunder as appropriate.
- o. Exercises, through delegated authority, staff jurisdiction over all phases of field office administration for information and control purposes.
- p. Collaborates with the Administration and Training Staff on all matters pertaining to division administration.
- q. Conducts field surveys and inspections as necessary for administrative and operational purposes.

Mission and Administrative Functions

Proposed Correspondents Desk

Correspondents and Records Branch, OS

1. **Mission** - The mission of the C&R Branch, SSD OS, is to (a) implement operational and administrative policies and insure the uniform and efficient application thereof to all SSD components and (b) establish effective procedures and standards for and obtain the application of, Office of Security overall administration and training policies in these SSD areas.

2. **Functions** -

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- d. Plans, develops, coordinates and controls an internal system of regulatory issuances for field agents and division personnel maintaining compliance therewith and accountability therefor.

- e. Establishes requirements for the preparation and submission of daily reports from the field, maintaining a continuing review and analysis thereof.

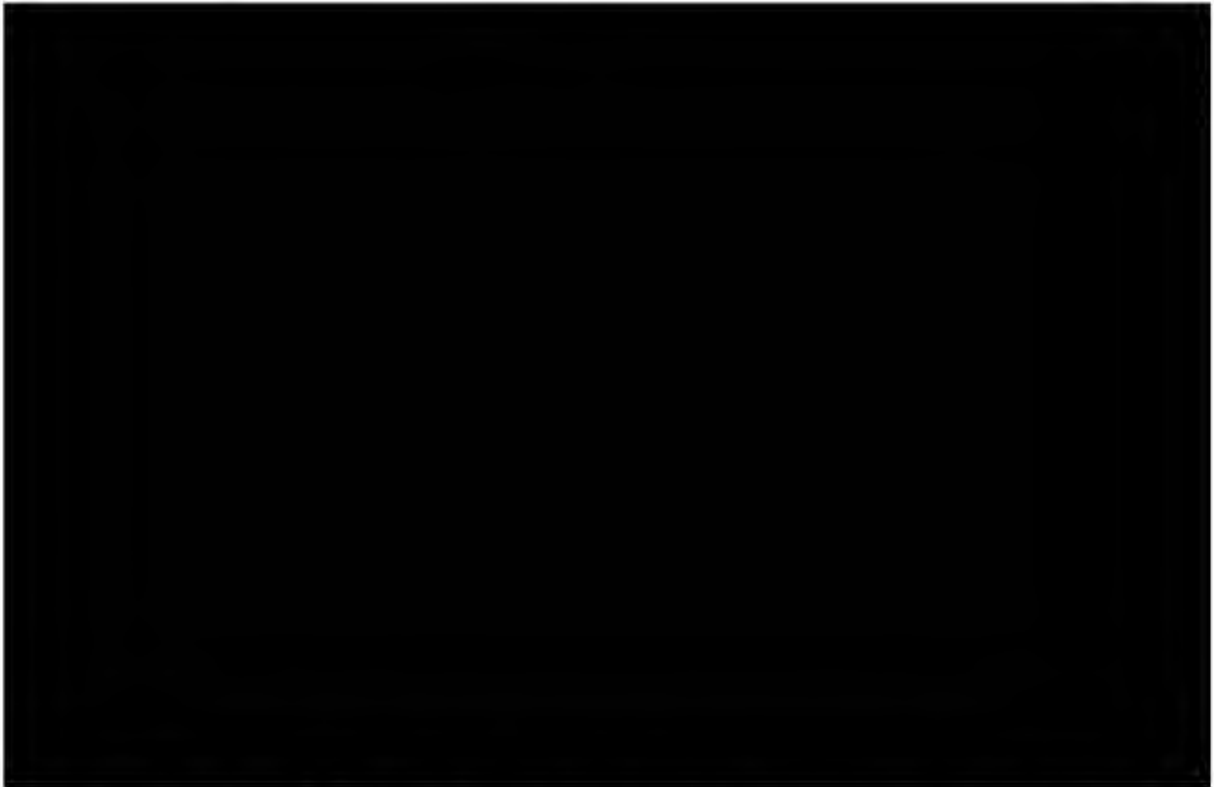
- f. Pursues research studies and compiles statistical control data on 25X1A workload and other media to determine (a) the [redacted], (b) [redacted], (c) the assignment, transfer and utilization of agent personnel to areas of greatest need and (d) the efficiency and economy obtained in the completion of assignments and road trip planning therefor.

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3. Direct and supervise the recruitment, investigation, evaluation of investigative reports, approval or disapproval, and the utilization of contract personnel for the Security Support Division, such as Clerical Employees, Notaries Public, Medical Contacts, [REDACTED] Organizations, and Commercial Investigative Organizations.

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4. Plan, prepare, formulate, compile, publish, supervise, insure compliance with, and maintain accountability for regulatory issuances, such as Agents Manual, SSD Headquarters Manual, SSD Memoranda, SSD Headquarters Memoranda, SSD Notices, SAC Letters, and Off-Hours Instructions.

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Statement of Administrative Functions

Proposed Correspondent's Desk

Correspondents and Records Branch, OS

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Plans, develops, coordinates and controls an internal system of regulatory issuances for field agents and division personnel maintaining compliance therewith and accountability therefor.

Establishes requirements for the preparation and submission of daily reports from the field, maintaining a continuing review and analysis thereof.

Pursues research studies and compiles statistical control data on workload and other media to determine [REDACTED] ^{25X1A}
locations of field offices, (b) [REDACTED]

(c) the assignment, transfer and utilization of agent personnel to areas of greatest need and (d) the efficiency and economy obtained in the completion of assignments and road trip planning therefor.

In coordination with Physical Security Division,

Develops, administers and controls the physical security program in field offices including the maintenance of special indices, the conduct of surveys for the procurement and installation of protective devices and the implementation of cover requirements.

Plans, develops and implements, in collaboration with the A&T Staff, the staging of intra-divisional training programs both at Headquarters and in the field.

Conducts research and selects reference material for standard libraries maintained in headquarters and field offices.

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Exercises administrative jurisdiction over, and controls the distribution of, all covert security records including extracts therefrom to meet informational needs of other components of Office of Security.

Administers the SSD vital-materials program.

Plans, develops and establishes standards for application of SSD requirements to Confidential Funds regulations and procedures; audits financial and property accounts to determine compliance therewith.

Senses potential requirements, coordinates and recommends adoption of emergency and selected war planning techniques, both actual and psychological, and renders assistance to the SSD senior war planner as necessary.

Develops and prepares agenda for meetings of the Advisory Committee to the Deputy Director of Security (Investigations and Support) and renders secretariat services thereto; collects and evaluates material and prepares annual statements of accomplishments, plans and objectives of SSD, discharging implementing responsibilities thereunder as appropriate.

Exercises, through delegated authority, staff jurisdiction over all phases of field office administration for information and control purposes.

Collaborates with the Administration and Training Staff on all matters pertaining to division administration.

Conducts field surveys and inspections as necessary for administrative and operational purposes.

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ADMINISTRATIVE

1. Develop, evaluate, assemble, and control the annual plans, objectives, and accomplishments of the Division.

2. Anticipate, develop, formulate, recommend, coordinate, and supervise "Hot" and "Cold" War Planning for the Division, as well as act as alternate for the SSD Senior War Planner.

3. Prepare agenda, attend, and perform secretariat services for meetings of the Advisory Committee to the Deputy Director of Security (Investigations and Support).

4. *Administers the SSD Vital Materials Program.*

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OPERATIONAL

1. Formulate policy, determine contents, and insure proper establishment and utilization of Standard Libraries and Reference Material for Headquarters and Field Offices.
2. Determine and administer the physical security program for the Field Offices, including the supervision of safe combinations, the supervision of license numbers of Government Owned Vehicles, the implementation of cover requirements, the provision of APT - Electric Protection Service, the construction of vault areas, the procurement of telephone answering service, the procurement of cover stationery, and the like.

ADMINISTRATIVE

1. Plan, establish standards for, determine compliance with and enforcement of Confidential Funds regulations and procedures, and execute audits of the Field Office Revolving Funds, Stamp Funds, and Property Accounts, as well as the Headquarters Imprest Stamp Fund.
2. Compile, evaluate, and prepare annual budget for the Office of the Deputy Director of Security (Investigations and Support) and the Security Support Division.
3. Verify inventory and inspect property issued to Field Offices.
4. Plan, direct, and supervise the establishment and the implementation of Division training programs for professional and clerical personnel located at Field Offices, Headquarters, and within the Branch through the conference method.

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5. Establish standards for the submittal and contents of Performance Reports, as well as control and supervise the receipt and processing of such reports.

6. Develop and establish requirements for Saturday Duty coverage, as well as prepare and supervise the Headquarters Saturday Duty roster for both professional and clerical personnel.

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OPERATIONAL

1. Formulate requirements for the preparation and the submission of Daily Reports, as well as review and analyze Daily Reports.

2. Conduct time studies and surveys to determine such factors as work loads, utilization of personnel, Field Office and Headquarters administration, planning of road trips and completion of assignments,

[REDACTED]

Offices [REDACTED]

ADMINISTRATIVE

1. Procure, review, and disseminate information concerning covert security files to other components of the Office of Security.

[REDACTED]

3. Receive, coordinate, and establish priorities for the reproduction of documents requested by all components of the Office of Security.

4. Formulate, implement, and supervise Division policy concerning administrative matters both in Headquarters and in the Field, such as time and attendance, vacation schedules, personnel information, security mail, telephone, limitations on inquiries directed to Division personnel, and court or board appearances, property matters, and financial matters.

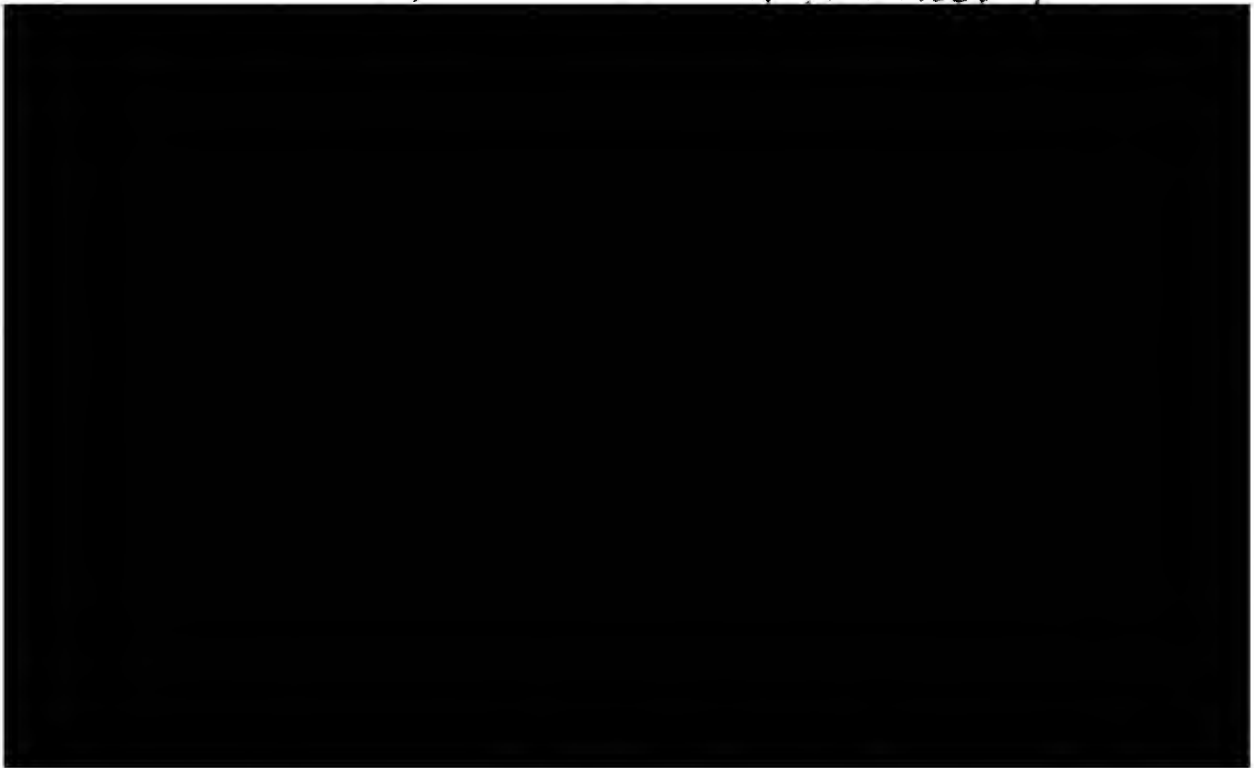
5. Receive, study, review, and prepare OSD recommendations and position to proposed Agency Regulations and Notices.

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To this end, and in this manner:-



3. Direct and supervise the recruitment, investigation, evaluation of investigative reports, approval or disapproval, and the utilization of contract personnel for the Security Support Division, such as Clerical Employees, Notaries Public, Medical Contacts, [REDACTED] Organizations, and Commercial Investigative Organizations.

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4. Plan, prepare, formulate, compile, publish, supervise, insure compliance with, and maintain accountability for regulatory issuances, such as Agents Manual, SSD Headquarters Manual, SSD Memoranda, SSD Headquarters Memoranda, SSD Notices, SAC Letters, and Off-Hours Instructions.

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5. Formulate requirements for the preparation and ^{the} submission of Daily Reports, as well as review and analyze Daily Reports.

6. Conduct time studies and surveys to determine such factors as work loads, utilization of personnel, Field Office and Headquarters administration, planning of road trips and completion of assignments,



7. Formulate policy, determine contents, and insure proper establishment and utilization of Standard Libraries and Reference Material for Headquarters and Field Offices.

8. Determine and administer the physical security program for the Field Offices, including ^{the procurement of Field Office space} the supervision of safe combinations, the supervision of license numbers of Government Owned Vehicles, the implementation of cover requirements, the provision of ADT - Electric Protection Service, the construction of vault areas, the procurement of telephone answering service, the procurement of cover stationery, and the like.

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Supervisory
~~ADMINISTRATIVE~~

OK 1. Plan, establish standards for, determine compliance with and enforcement of Confidential Funds regulations and procedures, and execute audits of the Field Office Revolving Funds, Stamp Funds, and Property Accounts, as well as the Headquarters Imprest Stamp Fund.

OK 2. Compile, evaluate, and prepare ^{IN COORDINATION WITH A+T,} annual budget for the Office of the Deputy Director of Security (Investigations and Support) and the Security Support Division.

3. Verify inventory and inspect property issued to Field Offices. *(ascertain receipt of semi-annual inventory reports)*

X 4. Plan, direct, and supervise the establishment and the implementation of Division training programs for professional and clerical personnel located at Field Offices, Headquarters, and within the Branch through the conference ^{& inspection} method. *(+ publication methods)*

5. Develop, evaluate, assemble, and control the annual plans, objectives, and accomplishments of the Division, ~~as well as~~ *including information* ^{Under the procedures established by A+T,}

X 6. Establish standards for the submittal and contents of Performance Reports, as well as control and supervise the receipt and processing of such reports. *Assist the D/ISS in evaluating the relative worth of all SSD personnel, using such means & methods as he may direct,*

7. Develop and establish requirements for Saturday Duty coverage, as well as prepare and supervise the ^{Headquarters} Saturday Duty roster for both professional and clerical personnel.

8. Anticipate, develop, formulate, recommend, coordinate, and supervise "Hot" and "Cold" War Planning for the Division, as well as act as alternate for the SSD Senior War Planner.

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9. Procure, review, and disseminate information concerning covert security files to other components of the Office of Security.

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11. Receive, coordinate, and establish priorities for the reproduction of documents requested by all components of the Office of Security.

12. Prepare agenda, attend, and perform secretariat services for meetings of the Advisory Committee to the Deputy Director of Security (Investigations and Support).

13. Receive, study, review, and prepare SSD recommendations and position to proposed Agency Regulations and Notices.

X 14. Formulate, implement, and supervise ^{policies of D/ISS} Division policy concerning administrative matters both in Headquarters and in the Field, such as time and attendance, vacation schedules, personnel information, security, mail, telephone, limitations on inquiries directed to Division personnel, court or board appearances, property matters, and financial matters.

15. - ^{As directed by} ~~On behalf of~~ D/ISS plan & coordinate & direct a program of inspection of all facilities chargeable to the D/ISS & Chief SSD to insure a continuous uniform standard of application, maintenance & operation,

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OVERTIME

Correspondents and Records Branch

	<u>Paid Overtime</u>	<u>Uncompensated Overtime</u>
FY 55 (5 Dec. 54 - 30 June 55)	74	360
FY 56 (1 July 55 - 21 April 56)	<u>364</u>	<u>407</u>
Totals	<u>438</u>	<u>767</u>

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